

# Getting the Most Out of Online Collaboration

**SiteScape Forum**

**SiteScape WebWorkZone**

This manual assists you in setting up SiteScape software and working with other managers to ensure your users' maximum participation and enjoyment.

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# Introduction

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Most system administrators and managers who champion the use of SiteScape software as a collaboration tool find that success requires more than merely the creation and initial configuration of a zone. This manual provides information about how you can increase the likelihood that people will use SiteScape software and find it relevant to their daily work.

## What is in this Manual?

This manual presents the following information:

- Common ways in which customers use SiteScape software to improve collaboration
- Descriptions of common technical and organizational issues for effective collaboration
- Ways in which you can overcome these roadblocks
- Help in knowing which management functions you can use in SiteScape software to implement some of the solutions proposed in this manual
- Tips for enterprise organizations who want to organize their workspace hierarchy, delegate management effectively, and organize user access to forums
- Next steps
- A white paper about online collaboration

## Where Can I Get More Information?

Our Manager Help system contains the following information that you may find useful:

- Zone Management
- Management of Individual Forums
- Understanding Customizations (templates)

For support assistance or access to additional documentation, please access SiteScape's support, customization, and help forums, as follows:

Forum Support: <http://support.sitescape.com/>

WebWorkZone Support: <http://support.webworkzone.com/>

Help: <http://help.sitescape.com/>

Customization: <http://support.sitescape.com/forum/support/dispatch.cgi/custom>

The discussions in these forums give you an idea of how other customers are using SiteScape software and how it may be able to assist your organization.

## What are the Conventions?

This manual employs the following conventions:

**Table 1: Conventions**

What you see	What it means
<b>Add</b> toolbar item Click on the <b>Getting Started</b> link Click on the <b>Add Document</b> menu item Click on the <b>Close</b> button	Toolbar items, links, menu items, and buttons are presented in <b>bold</b> font.
Type <code>status</code> , then press Enter. Open the <code>wwz_quickstart.doc</code> file.	Text that you must type and file names are presented in <code>Courier</code> font.
A <i>workspace</i> is...	New terms are presented in <i>italic</i> font when they are first defined.

This manual includes pictures that illustrate various issues. Some of the pictures are from Forum and some from WebWorkZone, but all of them apply to both Forum and WebWorkZone.

## Thanks

Thank you to our friends at Shell International, both for their loyal patronage and for sharing with us the ways in which they use SiteScape's collaboration products within their companies. Our working relationships with managers there assisted in the writing found in several chapters of this manual.

# Chapter 1: How Can SiteScape Software Help You?

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After configuring and evaluating SiteScape software, you may want to think about the ways Forum or WebWorkZone can be most useful to your organization. Because SiteScape software is flexible and customizable, customers use it to meet a variety of needs. This chapter discusses three common ways that customers use SiteScape software: as a traditional web application (internal to your organization, or external and shared with customers); as a remote-access “knowledge library,” available to your users twenty-four hours a day; and as a way of generating e-commerce direct revenue using the powerful e-mail notification features.

## A Traditional Web Application

When you use SiteScape software in this capacity, your users visit your organization’s existing web pages, click on a link, and then view the SiteScape product. In this way, your users see SiteScape software as a separate web application. They move from your organization’s web page into the SiteScape product and back out again.

For example, on your web site, you can add a link that says, “To discuss the latest project, click here.” Users can then use SiteScape features, which include document and file sharing, online discussions, calendars, chat rooms, messaging, and more, to work on the project. Then, they can log out and return to your Intranet web environment.

Here are two common scenarios in which customers use the SiteScape product:

- o Internal collaboration

People within your organization use SiteScape software to collaborate and facilitate teamwork.

- o Customer interface (“Extranet”)

Your organization uses SiteScape software as a way to communicate with, to serve, or to collaborate with your customers and business associates. Examples include providing a Help desk, accepting problem reports about your product or service, marketing future products and services, and so on.

The web and SiteScape are changing the definition of what is “inside” and “outside” your business. Using SiteScape’s hosted collaboration application beyond your firewall, company employees on your Intranet can meet and collaborate with customers and associates on the Internet.

## **A Remote-Access Repository**

When your users are away from the office, they can still directly access your zone through the web. This maximizes each employee's ability to tap into the knowledge base stored in your zone. Entries can also be made remotely. In this way, your users see the SiteScape product as a highly accessible workspace that keeps them connected to their work and co-workers, even when they are out of the office.

## **A Source of E-Commerce Direct Revenue**

Our software includes powerful automated e-mail notification features. Using straightforward management tools, you can have SiteScape software automatically send e-mail to your registered users every time there is an entry made in a discussion. The e-mail notification provides links that make it easy for the recipient to enter SiteScape software and see the latest additions.

It is also possible for users to post information in a discussion forum or calendar using e-mail (your users do not have to access the SiteScape product to create topics and post documents). If your business benefits financially from traffic on your web page or automatically generated e-mail, consider using SiteScape software to automate this process.



## Chapter 2: Common Collaboration Roadblocks

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Let us propose a scenario: You have created your zone. You have dutifully performed the initial configuration tasks. That should be enough, shouldn't it?

Generally, after performing these tasks, one of the following happens:

- Nothing: nobody uses the application.
- Employees “figure it out themselves,” and develop a vibrant online collaborative space.
- Everything in between.

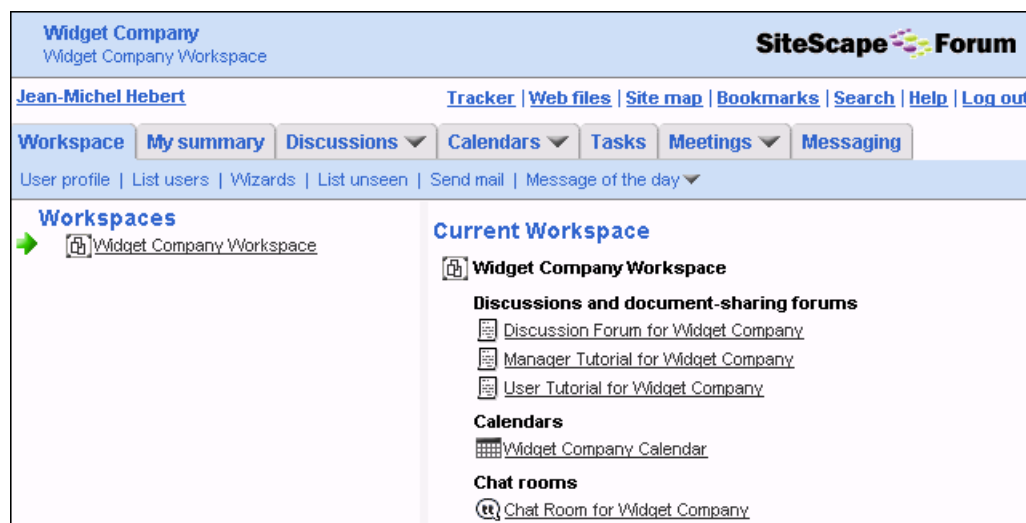
This chapter describes common roadblocks that prevent many organizations from achieving the full potential of SiteScape software:

- Underpopulation ([page 3](#))
- Overpopulation ([page 5](#))
- No relationship to work ([page 6](#))
- Corporate cultural disincentives ([page 6](#))
- Difficulties logging in ([page 7](#))

The next chapter presents solutions to these problems.

### Underpopulation

After you complete the initial configuration, this is what a new user sees upon accepting your invitation, registering, and entering the workspace:



SiteScape provides links to five active forums, two of which are tutorials. However, at this point, the only connection between the links on the page and the users' work is the name of the organization. Your users may not understand which link they should click first or why.

The user may click on the **User tutorial for [your organization]** link and learn about the product, or he or she may click on the **Discussion forum for [your organization]** link. If you have not populated the discussion forum, the user sees this:

The screenshot shows the SiteScape Forum interface for Widget Company. The header includes the company name and the forum title. Below the header is a navigation bar with links for Tracker, Web files, Site map, Bookmarks, Search, Help, and Log out. The main content area features a 'Discussion Forum for Widget Company' section. This section includes a 'User filters' dropdown menu currently set to 'None', a table with columns for Unseen, Number, Type, State, Task, Title, Replies, Author, and Activity date, and a 'View entry number' input field with an 'OK' button. A 'Top of page' link is located at the bottom right of the interface.

The problem here is called *underpopulation*. Underpopulation means that there is so little information and content on the page that the user cannot intuitively determine what to do next.

You can assume the following about your users:

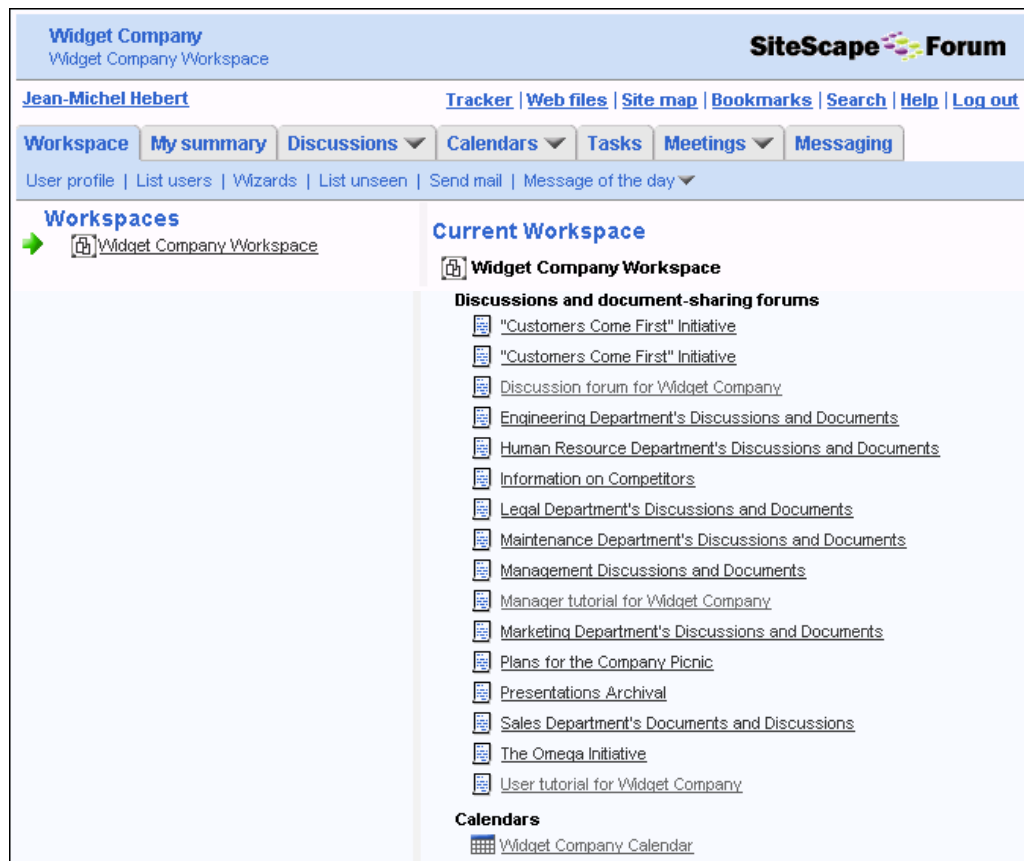
- Users need instruction.
- Users need examples.
- Users need to be able to immediately see the connection between the page and the work that they do.

For example, if there is a “Staff Meeting Agendas” folder in a discussion, users can assume that this folder holds the agendas for their weekly staff meetings.

- Users with very little computer experience will *not* randomly click on links unless they are convinced that it is safe to do so.

## Overpopulation

Imagine that a zone manager wants to help out the users, but had a little bit too much caffeine this morning. In this case, the user might be greeted with the following when he or she accesses the workspace page:



The problem here is called *overpopulation*. Overpopulation happens when a manager places so much information in the zone that it is not clear where to begin. Overpopulated resources can feel overwhelming to users.

Another example of overpopulation occurs when you create a very large folder hierarchy (perhaps based on an organizational chart), and then bury an important document deep within the hierarchy. The SiteScape product has a highly capable search mechanism, but new users should not be forced to search for what they initially need.

Another problem with overpopulation is that it imposes on users an organizational structure that may or may not have a relationship to the ways in which the users actually do their work. Overpopulation prevents users from using SiteScape software productively and enjoyably.

## No Relationship to Work

As mentioned in the previous sections, users need to immediately see how the content of a zone relates to the ways in which they do their work. Also, it helps if the content can assist them in completing their work, or if participation is clearly connected to success and is rewarded within the organization.

The following are examples of information in SiteScape software with clear and unclear connections to how people do their work:

- *Clear connection:* “If I participate in the ‘Meeting Agenda’ discussion, I will be better prepared for Monday’s meeting.”
- *Clear connection:* “I just received an e-mail message asking me to review a document in Forum.”
- *Unclear connection:* “I see a file named `prod_spec_453.ppt` sitting in a near-empty folder.”

Here are some other points to consider in regard to connecting the use of the SiteScape product to the ways in which people work:

- Users will go to Forum or WebWorkZone if it is the only place to locate important information, such as Human Resources Policies and Procedures, or a Corporate Calendar.
- People tend to use SiteScape software if their managers do.
- People will use the software if their managers reward them for it.
- People will use the software if the formal and informal team leaders do.
- People will use the software if you hold meetings online (using the eMeeting, chat room, or messaging features).

## Corporate Cultural Disincentives

If a company or organization rewards behavior that runs counter to using the SiteScape product (or punishes collaborative behavior), people will not use it.

For example, if a worker uses SiteScape software to share a document, and someone else takes the document, uses it, claims credit for it, and is rewarded for doing so, people will not use the software.

Another factor to consider is that people who are not used to computers will not be inclined to use SiteScape software. If you work in an organization or company in which people tend not to use computers to do their daily work, you may need to make an effort to increase computer use (such as setting up computer training, or requiring computer use in some other way).

## Difficulties Logging In

First impressions count when working with software. If a user has to struggle to figure out how to register and log in, the user may get the impression that using the SiteScape product is difficult and more trouble than it is worth. People do not want to feel as if their time is being wasted.

Facilitating the user's ability to log in quickly and easily (for example, by using the e-mail invitations) can increase the likelihood that the user will return to the software to collaborate online.



# Chapter 3: Facilitating the Use of Our Software

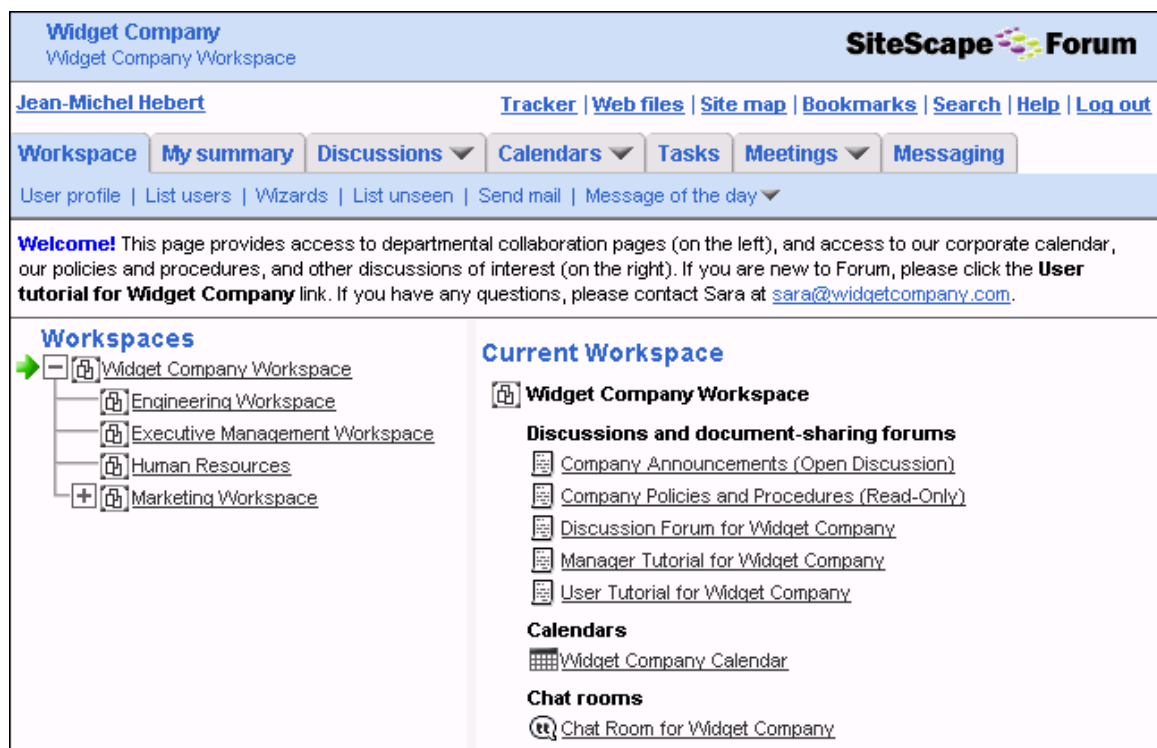
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This chapter describes the actions you can take to remove the collaboration roadblocks described in the previous chapter, including:

- Communicating with users ([page 9](#))
- Organizing information ([page 11](#))
- Facilitating user log-ins ([page 12](#))
- Balancing prepopulation with organic growth ([page 12](#))
- Prompting user participation ([page 13](#))
- Creating political incentives ([page 14](#))
- Providing tips for your users ([page 14](#))

## Communicating with Users

On one level, communicating with users means making sure that the organization of your workspaces and forums is logical and that the pages contain adequate instructional information. Consider the following picture of a workspace page:



The workspace page in the previous picture contains information that assists new users and contains contact information, in case users need to talk to a real person about getting started. Also, the concept of workspaces may be confusing to new users, so this top-level workspace includes a brief description.

The workspace page also presents information that is highly likely to be relevant to all of the users of the zone (organization-wide information). The titles of the discussions in this example tell users whether they can participate or only read entries.

In addition, information applicable to only a subgroup has its own workspace (“Engineering Workspace,” “Sales and Marketing Workspace,” and “Executive Managers Team”). This kind of organization reduces the size and the display time of the zone-workspace page. In addition, you can set up each workspace so that only members of relevant teams or departments can view it and participate. Users who do not have the right to participate in a workspace do not see the workspace link on the zone-workspace page.

Consider the following picture of the top folder of a discussion forum:

**Widget Company**  
Engineering Workspace

**SiteScape Forum**

[Jean-Michel Hebert](#) [Tracker](#) | [Web files](#) | [Site map](#) | [Bookmarks](#) | [Search](#) | [Help](#) | [Log out](#)

**Workspace** | **My summary** | **Discussions** | **Calendars** | **Tasks** | **Meetings** | **Messaging**

[Add](#) | [Modify/delete](#) | [Tools](#) | [Next unseen](#) | [List unseen](#) | [Search](#)

[Show folder map](#)

**Engineering Discussion Forum**

[Meeting schedules, agendas, and minutes](#) | [Project plans and specifications](#)

This forum is for documents and discussions related to the development of Widget software products. Please read Entry 1 for participation guidelines.

**User filters** [Add/modify/delete filters](#) [None](#)

Unseen	Number	Type	Task	Title	Replies	Author	Activity date
!	2.			<a href="#">Please introduce yourself here</a>	(1)	Administrator	03/18/04 10:31 AM
!	1.			<a href="#">Welcome, and guidelines for participation</a>		Administrator	03/18/04 10:29 AM

View entry number:  [OK](#) [Top of page](#)

This folder contains clear instructions and subfolders that are meaningful at a glance, and uses the first few topics to orient users.

These workspace and discussion pages do a good job of providing enough meaningful information with which users can get started in the zone. The information does not confuse or overwhelm users. Also, since the manager did not “fill up” the zone, users can play an active role in future structuring and providing content.

On another level, communicating with your users means *talking* to them about how they do their work. For example, perhaps the Engineering, Marketing, and Sales departments are so active that each could use their own workspace. However, the Human Resources and



Maintenance Departments might not plan on using SiteScape software extensively. Create workspaces only for those departments whose work currently calls for a workspace.

As another example, the Marketing Department may have monthly meetings that require an agenda and the taking of minutes. So creating a “Meeting agendas and minutes” discussion folder may work for the Marketing Department, but it may not work for Engineering and Sales, if they do not hold such meetings.

Here are some guidelines for communicating with your users:

- Understand both their business (the content of their work) and how they do their business (the process).
- Consider brainstorming with users about how SiteScape software can best meet their needs.

*Example:* The legal department needs individuals to sign off on documents. You can create a workflow process that obtains electronic “sign-offs.”

- Consider holding user training for Forum or WebWorkZone to increase interest and communication.
- Obtain commitments to use the SiteScape product from formal and informal leaders in your organization.

*Example:* You can delegate management privileges for workspaces or individual discussion forums. In this way, other leaders play a role and feel invested in the success of SiteScape software in your organization.

## Organizing Information

Here are some points to consider when organizing information presented in your zone:

- Determine if you have large subsets of active users.

*Example:* If the top workspace is for all employees in the organization, and if the Engineering department is large and active in the zone, create a separate workspace for Engineering. The users who work within that department are then able to access a workspace with engineering-specific content, in addition to the company-wide workspace.

You may even allow users to create their own workspaces for small groups of people to complete time-limited tasks (these are called *team workspaces*). But be careful not to initially overpopulate your zone with workspaces.

- Create a few focused discussions.

*Example:* You might create a policies and procedures “read-only” discussion, or a discussion for the development of a particular project.

- When discussions lose their focus or become too big, move information to folders, or use the import/export feature to move information across forums or workspaces.

If you are structuring a zone for a large, enterprise-level organization, please read Chapter 4, which provides examples of structures that you can use to name workspaces, delegate management tasks, restrict user access, and more.

## Facilitating User Log-ins

If user log-ins are easy, SiteScape software makes a good first impression on the user. There are several options that can help you set up a log-in process that is smooth, quick, and problem-free.

Not all of these options are supported in both Forum and WebWorkZone. The list below explains which product supports which feature.

- **Both products:** E-mail invitations

Take advantage of the user invitation wizards. Users receive an e-mail message from you that includes a link to the zone. When they register, users can set a password (there is a wizard to help) and quickly begin active work within the zone. Now that they have been shown the way, users can bookmark the log-in page to return to it easily in the future. They need only to remember their log-in name and password.

- **Forum only:** NT usernames and passwords

If you choose to set up NT authentication, you can assign users the same username that they use for NT domain log-ins. Users can then log in to Forum using a username and password that is familiar to them (they do not have to memorize another username and password).

- **Forum only:** Automated log-ins

If Forum is running on an NT server and your organization uses Internet Explorer, you can set up automated log-ins. Users must provide initial NT login information, and future log-ins happen automatically. In this way, if users are logged in to their NT domain, they can begin collaborating in Forum immediately.

## Balancing Prepopulation with Organic Growth

As mentioned earlier, you need to provide some structure and information so that people feel comfortable getting started and participating. However, you need to allow your users to participate in further structuring (for example, by creating new folders, discussion forums, and workspaces). This results in a structure that most closely matches the way your users do their work.

## Prompting User Participation

New users may need encouragement to begin using SiteScape software. If users see that the software is related to many different areas of their work, they will be more motivated to use it. The following are ways in which you can draw people into using the software:

- Create a populated corporate calendar in your zone workspace.
- Place your Human Resources policies and procedures in a discussion forum.
- Put documents to be reviewed into the zone.
- Require people to use the software to enter information (such as an agenda) before they attend a meeting.
- Upload a document that must be co-authored.
- Place all announcements from management in Forum or WebWorkZone.
- Place training announcements in SiteScape software.
- Create a workflow process so that workers must access SiteScape software to sign up for training.

The workflow process can require an electronic sign-off from an employee's manager before he or she can attend training.

- Place training modules and follow-up discussions in Forum or WebWorkZone.
- Create a discussion, and use the Send Mail feature to invite people to participate.
- Set up zone-wide e-mail notifications, so that users automatically receive e-mail notifications about new activity.
- Reduce the information in e-mail and use it primarily as a "pointer."
- Conduct online meetings using the chat rooms.

*Example:* "Let's meet tomorrow. See WebWorkZone for the agenda."

If you require people to attend an online meeting using a chat room in Forum or WebWorkZone, they will be more likely to investigate and use other features of the software.

## Creating Political Incentives

Not all of the roadblocks mentioned previously can be solved through management of SiteScape software. Most organizations that successfully implement SiteScape software either have or obtain political support and commitments for online collaboration.

Here are some ideas to consider regarding political solutions to collaboration roadblocks:

- Obtain agreement from management that some information will be found only in Forum or WebWorkZone.
- Get managers (and formal and informal team leaders) to use the SiteScape product, especially for management announcements, speeches, and other writing.
- Discuss with managers potential rewards for people who effectively use the software to produce quality work.

*Example:* Zone management can be considered a valid part of someone's job plan. That person's performance could be measured by successful implementation of Forum.

*Example:* Reward the person who encourages movement toward online collaboration. Also, reward the individuals who eventually implement online collaboration.

## Providing Tips for Your Users

Many users do not like to read a significant amount of information before using new software. Therefore, a concise "tips" sheet can be very helpful. SiteScape includes a generic Quick Tips document as part of the Help system (you can access it by viewing the Online Help system and clicking on **Getting Started Manuals** in the left frame of the browser window). There is also a Microsoft Word source file that managers may want to edit to include organization-specific contact information (the file is available at <http://help.sitescape.com>).

However, in addition to these files, it can be useful to create a tips sheet that is specific to your organization. Because the SiteScape product is highly customizable, and because navigation tips require knowledge of how you populated your zone, only someone in your organization can write this document.

A tips sheet typically contains between 5 and 15 usage tips. You can post the tips sheet in a discussion forum topic, attach the sheet to a forum entry, distribute it in hardcopy, distribute it in another machine-readable format, or use any combination of these methods.

A tips sheet can contain any of the following types of information:

- Advice about avoiding common mistakes.

*Example:* Tell users to click on title of a URL entry to read a description of the web page, and to click on the URL icon to go to the web page itself.

- Information that facilitates the use of service features.

*Example:* Provide tips on search syntax.

*Example:* Provide tips on using the **List Unseen** feature.

*Example:* Remind users to make the title of a discussion-forum entry as clear as possible, since other users make decisions to read it based on its title.

- Information that helps the users assist the organization.

*Example:* Remind users to keep their user profiles up-to-date so that other users may contact them easily.

*Example:* Instruct users on how to use any customized features that you may have implemented (such as a specific custom command or workflow process).

*Example:* Explain which optional features are required or strongly recommended by your organization. For example, a large company may require that users put standard department names in the “Organization” field of the user profile, so that they can collect data for statistical analyses.

*Example:* Give users general encouragement to use the software, and reminders of any organizational incentives you have put in place for using Forum or WebWorkZone.

- Examples of how to make using Forum and WebWorkZone more fun.

*Example:* Remind users to add a picture to their user profiles.

Since the Help system contains information about getting started, try not to repeat too much getting started information in your tips list. Try to come up with “the ten (or so) most important things” that a person should know about your organization’s implementation of Forum or WebWorkZone, focusing on items that are not covered in the Help system’s getting started information. Finally, try to keep your list short and the wording brief.



## Chapter 4: Planning Workspace Hierarchies

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One of the most powerful features of SiteScape software is the freedom it gives you to populate and customize your zone in whatever way best suits your organization's needs. SiteScape software is designed *not* to impose either an organizational or a procedural structure on you or your users.

In one respect, there is tremendous freedom and power in this design. In another respect, the sparsely populated single zone that you see when you first log in does not serve the needs of a very large enterprise organization. This chapter provides information for the zone manager who must create a workspace hierarchy, delegate management, and use SiteScape software to create a user community and other infrastructure for an enterprise organization. (Managers of small organizations may benefit from reading this chapter as well.)

The following sections provide two methods for structuring your workspace hierarchy. You can read the examples to stimulate thought and then develop your own structure. Or, you can implement the structure that most closely meets the needs of your organization.

Finally, remember that a robust and effective structure that matches the needs of your organization can develop only over time and with the active assistance of your users; one of the structures presented in the following sections is the product of one company making three years of modifications before finally arriving at a structure that met their needs. Was it worth their effort? As a consequence of developing this structure, the organization estimates that the use of SiteScape's collaboration software saves them approximately \$200 million each year.

### Structuring by Job Function

The enterprise organization that developed this structure wanted information to flow between people who were all performing in a broad category of "job function." The idea is that people performing work on similar types of services and products need to collaborate and share most often.

In addition to structuring the workspace hierarchies so that people collaborate effectively within job function, this organization developed an effective way to delegate the management of workspaces. This structure requires significant effort toward the beginning of the process, but it saves time and effort later: it assists in the smooth transition of workspace managers, and it facilitates various levels of user access to newly created forums.

The subsections that follow provide you with a step list for implementing this type of structure using SiteScape software. Please read *all* of the subsections before you begin to create your hierarchy, since there are many interrelated issues to consider throughout the process. For more information on the management tasks described in this section, see the online Manager Help system.

## Step 1: Make a List of Job Functions

Create the shortest list possible of the major types of work done by your organization. This list may be equivalent to your organization's departments, or it may not. The most important aspects of this list are that membership in those groups is considered to be integral to the successful delivery of a service or product line, and that your users strongly consider themselves to be members of the groups on your list.

So, for example, although your workers may report within an "Engineering" hierarchy, they may consider the resulting product line to be their more vital bond. For example, the organizational chart may read as follows:

- Engineering
- Manufacturing
- Marketing
- Sales

However, these workers may collaborate most often within the following groups according to the product they deliver or market:

- Compact Cars
- Mid-Size Cars
- Luxury Cars
- Sport Utility Vehicles (SUVs)
- Minivans
- Sports Cars

As another example, your organization may have already created departments that align with services or product lines, such as consulting, web hosting, and security.

When your list is complete, this is the list of workspaces that you will create. Each workspace will contain the forums (discussions, calendars, chat rooms) needed for people working in that particular job area.



When you develop a list of workspaces, try to accomplish the following goals:

- Keep the list of your organization's job functions as short as possible.
- Keep the hierarchy as flat as possible.

We recommend that you keep your hierarchy to two levels:

Example: (Function)

Your Organization (zone workspace)  
 Contractor Bidding  
 Design Approval  
 Materials

Example: (Divisions)

Your Organization (zone workspace)  
 Engineering  
 Manufacturing  
 Marketing  
 Executive Management

It is possible to organize to three levels of hierarchy:

Example:

Your Organization (zone workspace)  
 Engineering  
     Engineering—Product Management  
     Engineering—Field Testing  
     Engineering—Software  
     Engineering—Networking  
 Marketing  
     Marketing—Print Ads  
     Marketing—TV  
 And so on....

Again, do not create the third level of hierarchy simply because it exists in your organizational chart. Create it if that subgroup is well bonded and highly likely to share a large volume of information that is different from the other subgroups. If the group is likely to share a small amount of information that is unique to its division, consider creating a discussion forum (or a folder within a discussion forum) instead of a workspace.

Do not create an excessively large number of (one or two hundred) peer workspaces, or the software will take a very long time to load pages. To improve performance, divide your large list into subcategories, and create a workspace for each subcategory.

It is possible to create more than three levels of hierarchy. SiteScape does not recommend that you do this under typical circumstances.

- Do not organize by geography

Some of our enterprise-level customers initially attempted this organization, and it failed them. They learned that information needs to flow according to the *type* of work being done, regardless of where the workers are located.

It is possible to create a hierarchy driven by job function while still considering geography, as follows:

Example:

Your Organization (zone workspace)  
    Consulting  
    Web Hosting  
    Security  
    Regions

In this way, you can separate information useful to people doing a certain type of work regardless of geography from information that is specific to a geography (contained in the “Regions” workspace, which may contain discussion forums for the various geographical regions that focus on office-specific or region-specific issues only).

## **Step 2: Log in as the Zone Manager**

All of the management tasks described in the sections that follow require that you be logged in as the zone manager.

## **Step 3: Create Manager Accounts for Each Workspace**

An efficient way to delegate the management of individual workspaces is for you to create one user account for the manager of each workspace. For example, for the "Contract Bidding" workspace, you first create the “contract-bid-manager” user account. Later, you can give the password of this account to the person you want to manage this workspace. (Should this person ever leave in the future, all you have to do is change the password and the account is ready for the next workspace manager.)

Be sure to create usernames that are easy to look up and to recognize. SiteScape recommends that you include the name of the workspace (or a recognizable part of it), then add a string that indicates that the person is a workspace manager. Consider the following examples:

Example: contract-bid-manager, design-approve-manager, materials-manager

Example: engineering-manager, manufacturing-manager, marketing-manager, exec-manager

### Step 4: Create Forums in the Zone Workspace

Create discussion forums, calendars, and chat rooms in the zone workspace, which can be accessed by your entire organization. As mentioned previously, examples of such forums include a corporate calendar, a read-only discussion forum for your company's policies and procedures, an open discussion for company issues, a discussion forum that uses a workflow process to register users for corporate training, and more.

### Step 5: Create a Workspace

Create a workspace using the “Manage the workspace” menu in the top workspace.

### Step 6: Create User Groups to Control Access

Create group names according to the types of access that you want to grant to users. SiteScape recommends that you design access levels that are standard for all workspaces in your zone. A reasonable design includes groups that fall into the following roles:

- **Visitors**  
These users may read entries, but they cannot add new entries or modify existing ones.
- **Participants**  
These users may read, create entries, and modify their own entries (but not the entries of others).
- **Moderators**  
These users may perform all of the “write” tasks, and may also edit or delete other people's entries.
- **Managers**  
These users may perform all of the “modify/delete” tasks, and may also perform management tasks within the forum (such as changing the title of a discussion forum, or customizing it). These people are sometimes called “administrators.”

Use a naming convention so that the group names are easily located and understood.

SiteScape recommends that you include all or part of the workspace name first (so that all groups appear in the same place in alphabetical order), and then add a string that indicates the rights of the group. For example, for the “Contract Bidding” workspace, you can define these groups:

- contract-bid-visitors
- contract-bid-participants
- contract-bid-moderators
- contract-bid-managers

For the “Design Approval” workspace, you can define these groups:

- design-approve-visitors
- design-approve-participants
- design-approve-moderators
- design-approve-managers

After you create the groups, use the workspace-management menu in each workspace to define the appropriate groups as “managed by this workspace.” For example, in the “Design Approval” workspace, assign all of the “design-approve-...” groups as being managed by the workspace. This action allows workspace managers to add or remove usernames from these groups in the future.

After you set up groups for each workspace, it is very easy to give one user varying access to different workspaces. For example, a user may be a participant in the “bidding” workspace, but only a visitor in the “materials” workspace. You accomplish this by adding the username to the appropriate groups.

### Step 7: Add Forums to the Workspace

Create a few discussion forums, chat rooms, and calendars in the workspace so that users can get started effectively. Remember not to overpopulate the workspace or a particular discussion forum. Allow the users, over time, to tell you which additional forums would be most useful to them.

If you are using *role-based access control*, you can specify that each forum, chat room, and calendar should *inherit* access-control settings from the current workspace. In this way, these resources will inherit the group assignments that you set in the next step.

(It is also possible for a *workspace* to inherit group assignments. For more information about role-based access control and inheritance, see the *Getting Started Guide for Managers* or the online Manager Help system.)

## Step 8: Use Access Control to Grant Access to the Groups

Use the access-control tools to allow only the groups for a particular workspace to use its discussion forums, calendars, and chat rooms.

For example, in the "Contract Bidding" workspace, you specify the groups you defined in Step 6. So, make sure that the contract-bid-visitors group has the right to view forums in that workspace, that the contract-bid-participants group has the right to "participate" (adding entries, modifying them, and more), and that the contract-bid-managers group has the right to manage the forum.

If you are using role-based access control, assign the contract-bid-visitors group to the Visitors role, the contract-bid-participants group to the Participants role, the contract-bid-managers group to the Managers role, and so on.

SiteScape recommends that you also allow the Administrators group to manage workspaces and forums. Then, in case of an emergency, zone managers have the right to manage any forum within the zone.

## Step 9: Add Users to Groups

For each workspace, assign the management username that you created in Step 3 as the only member of the "...managers" group. For example, for the "Contract Bidding" workspace, assign the contract-bid-manager username to the contract-bid-managers group. For the "Design Approval" workspace, assign the design-approve-manager username to the design-approve-managers group. (The workspace manager can add more users to assist with workspace management, if necessary.)

Next, add users to the rest of the groups according to the rights you want those users to have. Or, have your workspace managers define the membership of their own groups.

For example, you may want Joe User to be a participant in the "contract bidding" workspace, so you add his username to the contract-bid-participants group. Then, that user automatically has all of the rights (in that workspace only) that are allowed to members of that group.

## Step 10: Repeat Steps 5 through 9 for Each Workspace

For each workspace, repeat the steps of creating the workspace, creating groups and defining them as "managed by the workspace," adding forums, setting up access control, and assigning users to groups.

## Summary

This structure requires significant effort toward the beginning of the process, but it saves time and effort later. This structure also eliminates the need to enter every discussion forum, calendar, or chat room individually to grant or deny access to a person. You manage access by manipulating group membership.

For example, if a workspace needs a new discussion forum or chat room, the user logged in as the workspace manager can create it. If the workspace manager wants to allow a user to participate in all of the forums in the workspace, the manager adds that username to the appropriate “participant” group (such as “contract-bid-participants”). If the manager changes her mind, she can remove the username from the “participant” group and add it to the “visitor” group (“contract-bid-visitors”). Because the access rights for the group are already defined, the user’s access rights are automatically changed in every discussion forum, calendar, and chat room in the workspace.

The use of a single username to manage a workspace has the following advantages:

- When you assign management of a workspace to a user, this user automatically has the right to manage all of the forums in the space, and the right to create new forums.
- If a workspace manager leaves the company, you can change the password of the management account, and give the new password to the next workspace manager. People may leave, but the management account stays constant.

## Structuring Using a Single Point of Entry

The enterprise organization that developed this structure is an international company that wanted to get people interacting who would not normally talk to each other (because of either geography or job-title boundaries). This design emphasizes a single place in which users in a large area of job function (this organization calls these job functions “communities of practice”) can obtain help on questions and problems, and it involves the systematic archival of “problems solved” into subject-matter areas for easy look-up later.

The enterprise organization developed this structure after three years of using SiteScape’s collaboration products. This structure serves approximately 7,000 users in three primary user communities. The organization estimates that their users spend approximately ½ to 2 hours a week using SiteScape’s collaboration products.

**Note for WebWorkZone users:** *If you are developing a collaboration solution for an organization of similar size and for a similar activity level, consider implementing installations of the SiteScape Forum product on your Intranet as opposed to using multiple zones in WebWorkZone. If you are developing a solution for a smaller organization, you still may find great value in using the “single point of entry” concept within a single zone using WebWorkZone.*

This section presents very high-level steps that you need to follow to implement this structure. However, each step involves performing many discrete management tasks. Also, this section does not provide information on how to delegate management of zones, workspaces, and forums (discussions, calendars, and chat rooms). For information on delegating management, see the previous section (“Structured by Job Function”).

Please read *all* of the subsections before you begin to create your hierarchy, since there are many interrelated issues to consider throughout the process. For more information on the management tasks described in this section, see the Manager Help system.

## Step 1: List Several Primary Job Functions

List two to four primary service or product areas that are central to your organization’s mission statement, possibly responsible for most of the revenue generated by your organization. (To give you an example of scope, the organization using this structure has thousands of users in each job function.)

### Example:

- Hubs
- Routers
- Networking Software

If the members of these organizations are distinct (for example, very few members of Hubs are also members of Routers or Networking Software), then you will create separate zones for each area. If the members overlap, you will create one zone, and then create a workspace for each area within that zone.

If you are developing a hierarchy for a smaller organization, use only one zone. You will use the zone workspace as the only primary workspace.

## Step 2: List Secondary Job Functions

List up to a dozen secondary service areas that are vital to the organization but are not specific to the organization’s mission statement.

### Example:

- Finance
- Human Resources
- Marketing
- Sales
- Testing
- Competitive Analysis

If you are developing a hierarchy for a large organization, you will create a zone for each of these areas. If you are developing a hierarchy for a small organization, you will create workspaces for these areas within a single zone.

### **Step 3: Create Workspaces for Primary and Secondary Job Functions**

Create workspaces for each of the job-function areas, as described in the previous sections.

### **Step 4: Create a “Queries” Discussion Forum in Each Primary Workspace**

Create one discussion forum, entitled “Queries,” in each of the primary workspaces. (For small organizations, you would have a single “Queries” discussion forum in your zone workspace.) In general, you want users in each primary job-function area to have one clear place to go to enter questions and requests for help.

### **Step 5: Define a Workflow Process that Notifies “Experts”**

Forum’s workflow feature, in combination with new commands, allows you to specify the e-mail addresses of people who will receive e-mail as soon as an entry is posted in the “Queries” discussion forum. In this way, you can specify that when someone creates an entry in “Queries,” the software sends e-mail to a designated set of “experts” who are likely to have part or all of the answer.

Other non-expert users can answer a question as well. However, notifying a set of experts through e-mail increases the likelihood of the question being addressed in a timely fashion.

### **Step 6: Create Archival Discussion Forums by Subject Matter**

Within each primary job-function zone, create workspaces for relevant subject matter. These workspaces will contain discussion forums that contain resolved entries from the “Queries” discussion forum. These archives, located one level down within the workspace hierarchy, act as libraries, knowledge repositories, and databases of “best practices,” all in one.

### **Step 7: Managers of Primary Workspaces Archive “Old” Queries**

Thirty days after a query has been resolved, the manager moves the entry to an archival discussion forum in one of the archival workspaces. This serves two purposes:

- It keeps the “Queries” discussion forum at a manageable size so as not to be intimidating to users.
- It organizes old data by category for more efficient future look-up by users.

### **Step 8: Managers of Secondary Workspaces Monitor Primary Ones**

The managers of the secondary workspaces monitor the “Queries” discussion forums in the primary workspaces, and they “cross post” (copy) relevant items into discussion forums in their workspaces. In this way, members of secondary functions can read relevant information without having to monitor information about the entire subject matter.



## Summary

As mentioned at the beginning of this section, the purpose of this design is “cross-fertilization.” For example, let’s say that a Hub project in Seattle has a problem and posts a note in the Hubs “Queries” discussion forum. Then, a Hub engineer in Cairo who had the same problem while developing a product last year can share the solution. This saves time and money, and it increases the collective knowledge of the organization. A member of the organization that developed this structure attests that “It was like having 30 years of experience by your side.”

As another example, a Routers team in Madrid may post a configuration proposal in the “Queries” discussion forum and ask for review comments. A team in Toronto can post a configuration they developed—at great pain and cost—a year earlier. The Spanish team is then able to reuse the knowledge, avoid costly mistakes, and develop a configuration in a fraction of the time it would have taken if they had developed it alone. Members of the organization that developed this structure stated that one sharing of a design proposal saved their company \$1 million.

Clearly, this section does not provide all of the implementation details of such a structure. You still need to determine how to delegate management and how to create subject-matter repositories. However, we hope that this section gives you some ideas about how to get started in developing a “single point of entry” structure for your workspace hierarchy.



## Chapter 5: Next Steps

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To implement some of the suggestions in this manual, consult the following topics in the online Manager Help system:

- Initial Setup
- Access Control
- Workspace Organization
- Workflow Processes and New Commands

After you populate your zone with some information (but not too much) to help users get started, talk to your users, and let the growth and development of your zone become a collaborative effort. The only way for the structure of Forum or WebWorkZone to mirror the ways in which people in your organization work is to involve them in the process.

The Manager Help system also contains information on:

- Zone and workspace management
- Group and user management
- Individual forum management (discussions, calendars, meetings, and more)
- Customizations
- Architecture and troubleshooting information (Forum only)

Customers with maintenance contracts can obtain additional support, help with performing work on the server running SiteScape software, or other information (for example, help with defining workflow processes or customizing your zone) by participating in SiteScape's support, customization, and help forums at the following URLs:

Forum Support: <http://support.sitescape.com/>

WebWorkZone Support: <http://support.webworkzone.com/>

Help: <http://help.sitescape.com/>

Customization: <http://support.sitescape.com/forum/support/dispatch.cgi/custom>

The white paper that follows was written by Gail Work and discusses general issues related to implementing collaboration software. These issues are useful to keep in mind as you continue the task of working with your users to set up your zone.



# Appendix

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## A People Approach for Organizational Collaboration

By Gail Works

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Often when employees see new collaborative technology being introduced, concerns about what they will have to do differently and how it will be used can cause an unnecessary, negative distraction in the workplace. There may be fears about how difficult it will be to learn, whether functionality will be there when they need it, and if management will use it to monitor their work. If these issues are not discussed and agreed upon directly in the beginning, the organization may find fewer people willing to use the discussion forums or share information.

Changing technology is a stress for people unless it is designed to accommodate their work habits. With the constant requirements to adapt to a changing business environment, the tools that will cause less stress are those that are flexible, easy to use and provide clear benefits.

Before introducing collaborative groupware it pays to communicate clearly and consistently what the purpose of the technology is and to get agreements on how to best use collaborative discussion forums and work flow tools.

A common pitfall is to assume that technology will solve a problem without the consent or involvement of the human systems. Changing people's work habits to be more collaborative is a new idea in most organizations that requires their participation during all stages of introduction, piloting, roll out and leveraging business applications.

Imagine the cost to a business when employees' time is taken up with not only training, but also complaining about a new technology. The "whining factor" is very costly. For example, formal communications about the new tools could represent only 15% of the energy invested in the informal conversations in the cultural networks in the hallways if people are not involved to understand the purpose. This resistance can lead to failure to use a new technology or to a decline of productivity.

Building *learning points* into virtual communications will enhance continual improvement and the development of new skills. Taking the time *to learn from mistakes*, without judging the participants, will create flexibility in the organizational thinking. *Agility* can be increased if people embrace open communications, collaborative knowledge sharing and the appropriate use of technology for these ends.

The solution for introducing collaborative groupware lies in understanding that to leverage the tools for competitive advantage takes a comprehensive, coordinated introduction in the beginning. The first phase of introducing the tool, *discussing the idea* of increased collaboration, and *finding high impact applications* within the business can reduce

resistance. If the company wants to increase collaboration, then the individual/*team reward and recognition system* may need adjustment. If collaboration is part of the strategy, then *the alignment of these people practices and technology* needs to be integrated into the fabric of how business is being done.

Once the organization or team is using groupware effectively, *acknowledgment of early users*, early postings and documented learning and progress will all lead to an increase in interest among users. *Early, high profile successes* with groupware can fuel “*champions*” who will clearly see the potential and want to lead users toward that high potential.

**This positive approach can build attention from the “grassroots” of the organization, rather than taking a “top-down” approach, which may be viewed as heavy handed in some corporate cultures. The knowledge economy is demanding managers leverage the intelligence of all organizational members; this is best done by creating an environment for intelligent choices.**

***The best of all possible worlds is when:***

- *Senior management is solidly behind the use of collaborative tools and growing collaboration within the culture;*
- *Collaborators in the trenches are permitted to try out technology and make their own decisions on how to use it.*

Management has the opportunity to “Walk the Talk” and demonstrate their commitment to online communications by taking the following steps:

1. Make public statements to let employees know that the purpose of the discussion forums is to open up communications, innovate, align parts of the organization, manage documents virtually and support people’s work.
2. Be active online by asking questions, responding to topics and requests, reading postings and acknowledging the contributions being made and being available online, especially during the introductory period.
3. Work with next-level managers to let them know that this is a business priority, not a sideshow.
4. Communicate the business benefits of collaboration to individuals, teams and the company.
5. Listen to people’s feedback and let them participate in the decision-making process for how discussion forums will be used.
6. Don’t require people to use the tools, but rather to positively reinforce those who are “early adopters.”
7. Provide support for training, FAQ’s, consulting to leadership and teams in best applications to achieve business objectives.

A company-wide initiative to grow collaboration can come from many places in the organization. Often teams will request tools or the IT department will want to provide new technology capability. The decision to try groupware out can start anywhere in the organization, as the tools are flexible and relatively inexpensive. However, to achieve sustainable use of collaborative tools that impacts the way people communicate and how business is done requires senior-level support and active champions.

## Summary

As the pace of change requires organizations to move rapidly, access intelligence wherever it is located, and make quality decisions at lower levels – technology offers the potential to achieve these goals if the human systems are aligned. By investing in good communications practices and developing virtual skills, this solid foundation can build collaboration as a strategic core (virtual) competency.

*Key success factors* in growing a collaborative culture leveraging technology are:

1. Clear, consistent management support for collaboration;
2. Work force choice in applications of collaborative technology;
3. Support and training for teams and leadership;
4. Early, documented successes;
5. Alignment of rewards and recognition system to support collaborative efforts;
6. Learning organization approach that looks for internal “noteworthy practices,” learns from mistakes, highlights ongoing experiments and innovation, and customized applications of the technology and collaborative people practices.
7. Continual improvement approach that includes “real time learning” with a solid framework for how to collaborate.

Organizations of the future will look back on this period of time and see the trend toward increased partnerships, knowledge creation, joint ventures and acquisitions as, in part, a strategy for gaining collective intelligence. As the knowledge owner provides the experience, expertise and wisdom to make intelligent, collaborative decisions, the organization gains in fast market response.

*For more information, contact:*

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Work Systems offers customized consulting to organizations and project teams to significantly improve the quality and accessibility of virtual meetings and virtual communications. By providing virtual team solutions to every level of the organization – individual, team and system wide – this approach may be integrated into the company’s knowledge management, learning strategy and strategic direction.

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